
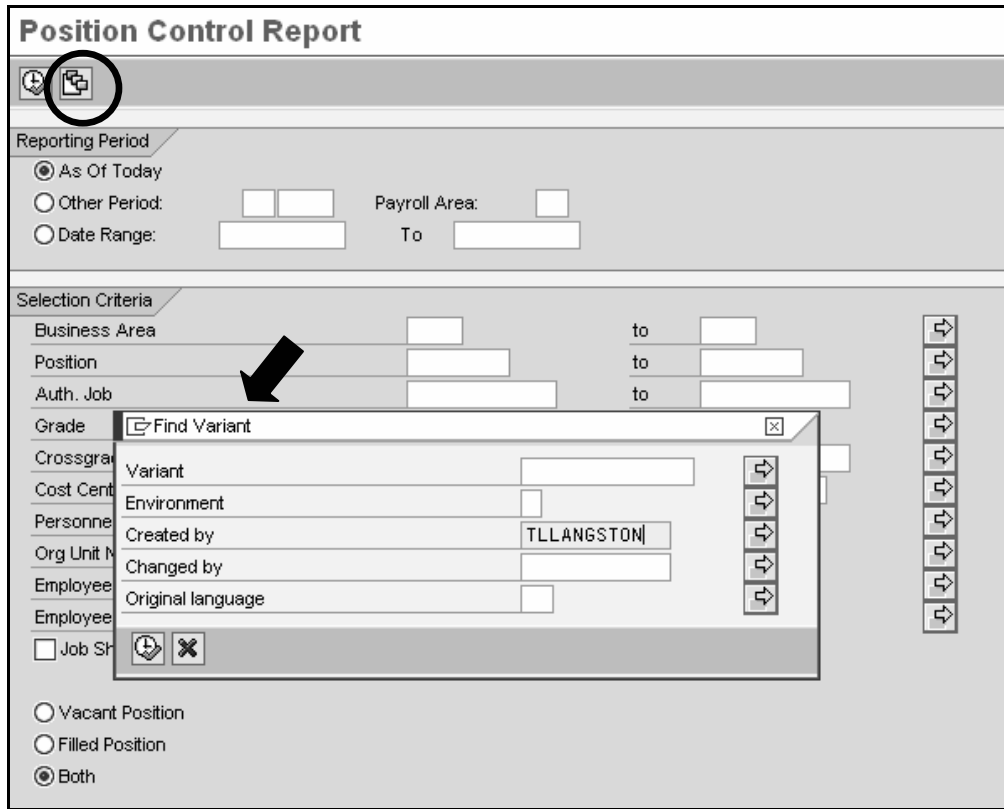


SAVE SELECTION VARIANT SETTINGS

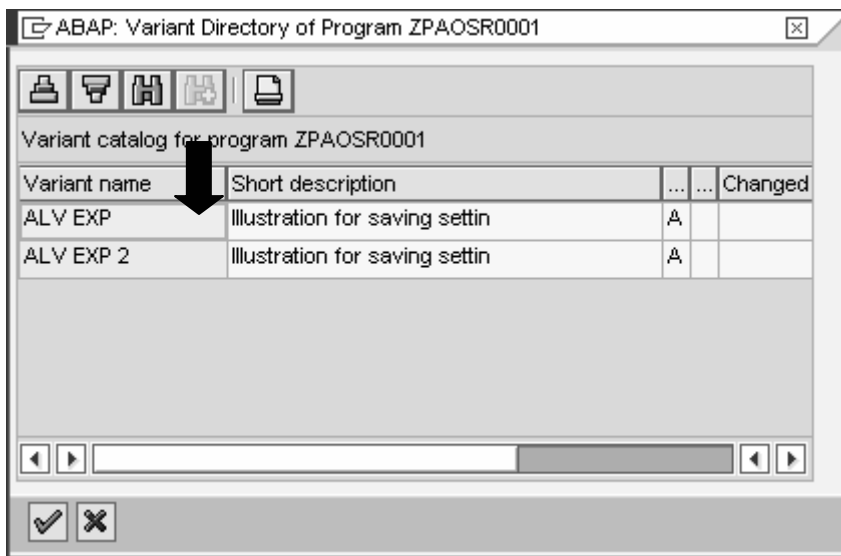
To save your selection variant settings, open the transaction. Select the 'Get Variant' icon. 

Select the 'Execute' icon  on the *Find Variant* window.



The screenshot shows the 'Position Control Report' window. The 'Reporting Period' section has three radio buttons: 'As Of Today' (selected), 'Other Period', and 'Date Range'. The 'Selection Criteria' section has several input fields for Business Area, Position, Auth. Job, Grade, Crossgrade, Cost Center, Personnel, Org Unit, Employee, and Employee. A 'Find Variant' dialog box is open over the 'Grade' field, showing a list of variants with columns for 'Variant', 'Environment', 'Created by', 'Changed by', and 'Original language'. The 'Created by' field is populated with 'TLLANGSTON'. The 'Find Variant' dialog has a 'Find' button and a 'Close' button. The 'Position Control Report' window also has a 'Job Status' section with radio buttons for 'Vacant Position', 'Filled Position', and 'Both'.

The variants you have saved display. Select a variant by double clicking on a line.



The screenshot shows the 'ABAP: Variant Directory of Program ZPAOSR0001' window. It displays a table of variants for program ZPAOSR0001. The table has columns for 'Variant name', 'Short description', and 'Changed'. The 'Variant name' column is highlighted, and an arrow points to the 'ALV EXP' variant. The 'Short description' column contains the text 'Illustration for saving settin'. The 'Changed' column contains the letter 'A'.

Variant name	Short description	Changed
ALV EXP	Illustration for saving settin	A		
ALV EXP 2	Illustration for saving settin	A		

The saved selections display.

The screenshot shows a software window titled "Position Control Report". It has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into sections:

- Reporting Period:** Includes radio buttons for "As Of Today" (selected), "Other Period:", and "Date Range:". There are input fields for "Payroll Area:" and "To".
- Selection Criteria:** A list of criteria with input fields and "to" fields:
 - Business Area: 0610 to []
 - Position: 21589933 to []
 - Auth. Job: [] to []
 - Grade: 12 to 22
 - Crossgrade/Downgrade Job: [] to []
 - Cost Center: 383201 to []
 - Personnel Area: FA05 to []
 - Org Unit Number: [] to []
 - Employee Group: [] to []
 - Employee Subgroup: [] to []
- Job Share Indicator:** A checkbox that is unchecked.
- Position Type:** Radio buttons for "Vacant Position", "Filled Position", and "Both" (selected).

Select the 'Print screen' key on your keyboard.



Open a blank Word document.



Select 'Ctrl C' to copy the screen print.

Select 'Ctrl V' to paste the screen print into the Word document. This will capture your saved settings.

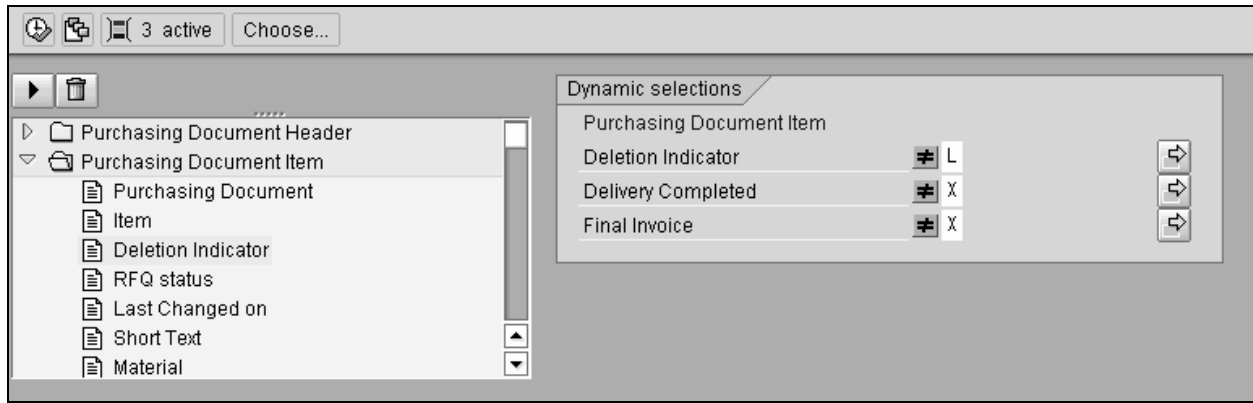
Best Practice: Know Your Variant Settings

Note that some settings may not be obvious and you may need to display them before printing the screen.

A dynamic selection will show up as a number next to the dynamic selection icon.

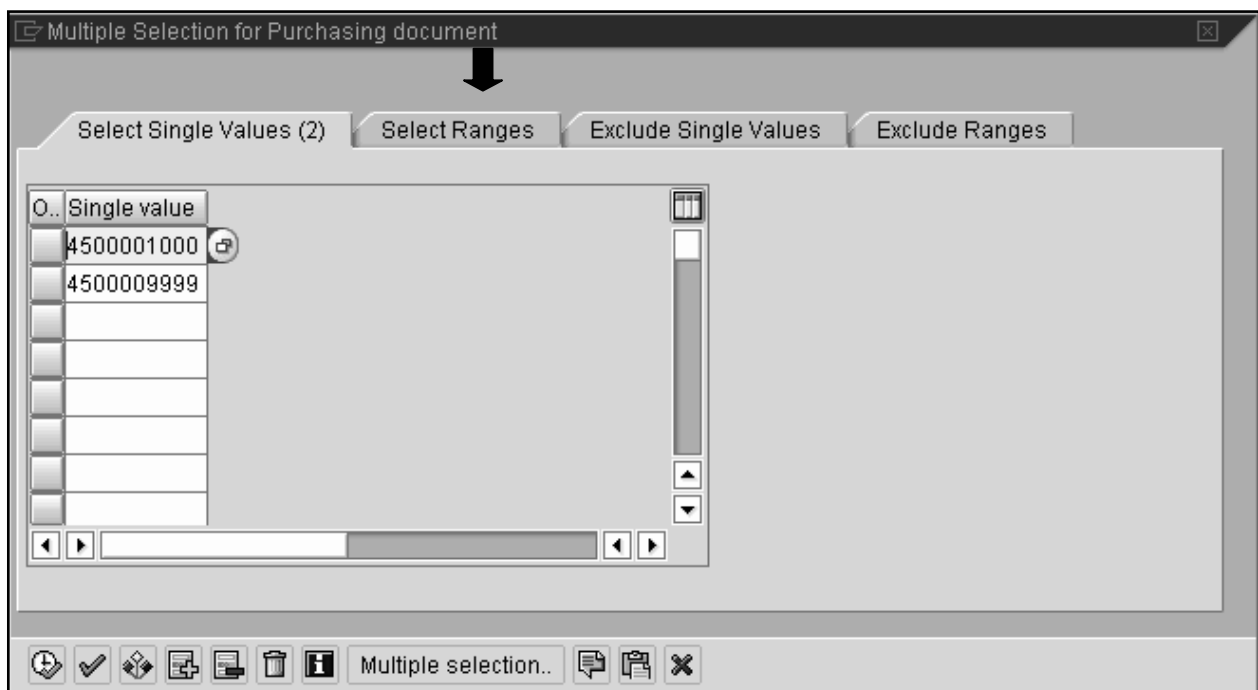


Click on the dynamic selection icon to display the selections.




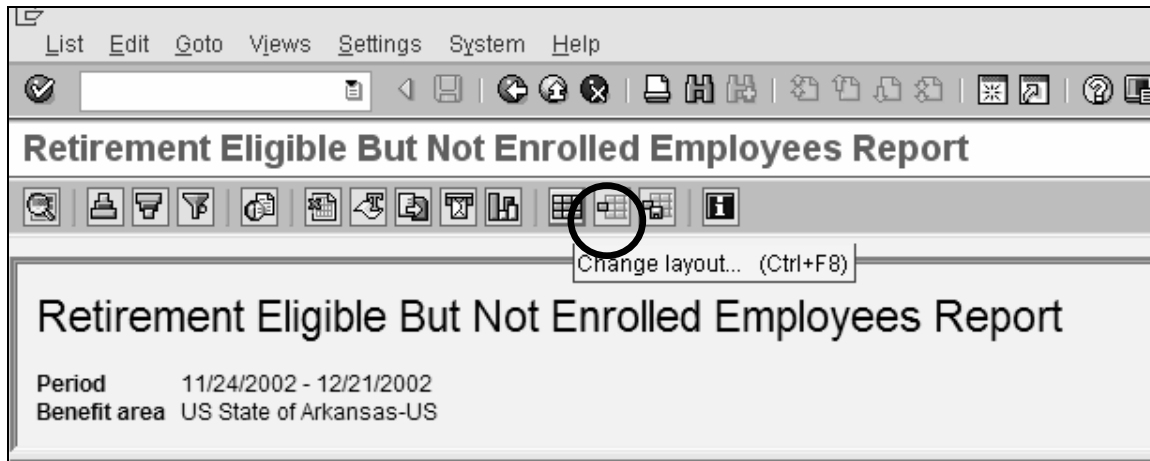
A multiple selection or exclusion displays as a green bar on any multiple selection icon. Click on it to display.

Be sure to check all the tabs for other range selections or exclusions.

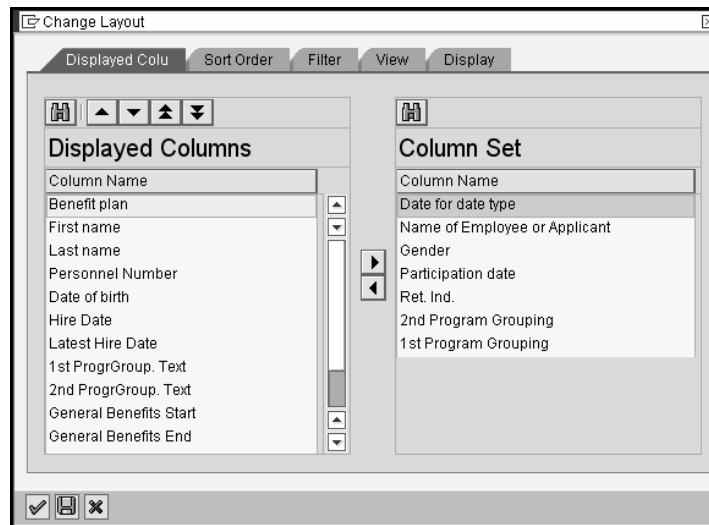


SAVE CUSTOM LAYOUT SETTINGS

To save your local layouts, open and run the transaction where the variant is saved. Once you execute the report, it will bring you to the layout screen. Select the 'Change layout' icon. 



A 'Change Layout' pop-up box displays. The 'Displayed Columns' contains your saved local layout settings, including column display, sort order and filter selections.



Select the 'Print screen' key on your keyboard.



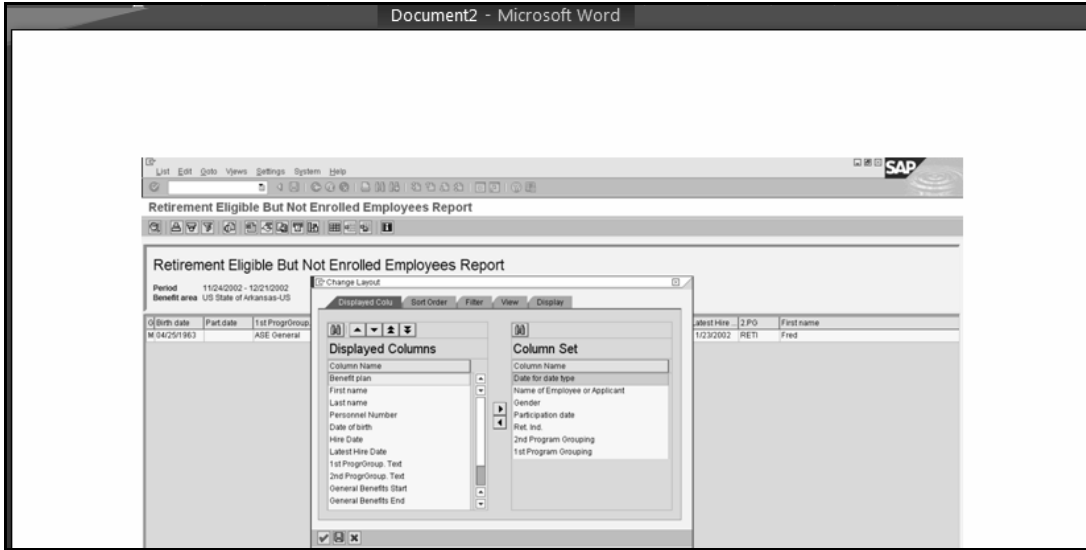
Open a blank Word document.



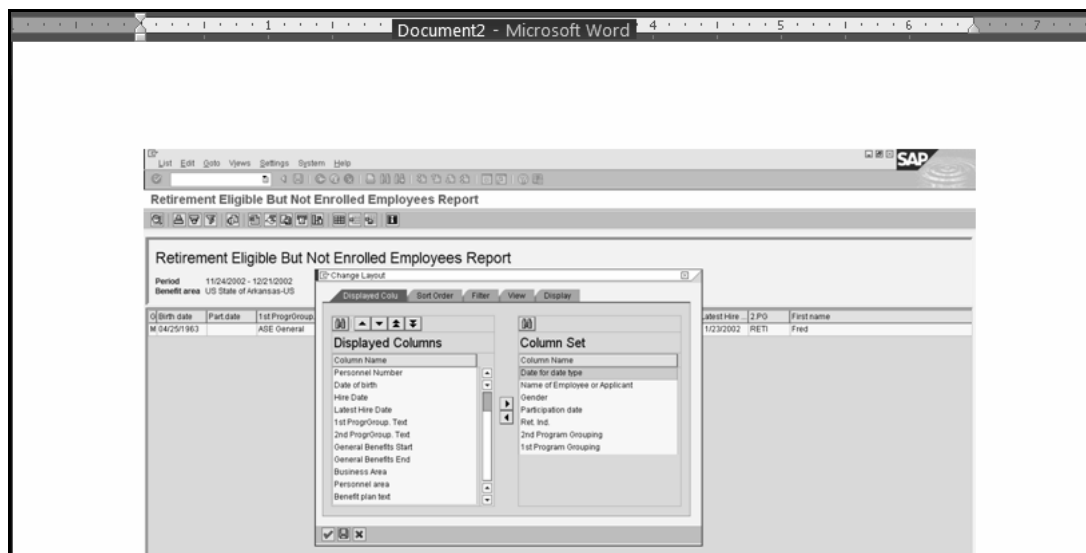
Select 'Ctrl C' to copy the screen print.

Select 'Ctrl V' to paste the screen print into the Word document. This will capture your saved settings.

Best Practice: Know Your Variant Settings



For additional columns, use the scroll bar to move down to copy and paste any remaining columns.



Repeat the above actions for additional data selections such as sort order, sub-totals and data filters.